



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

RELOCATION FUND ASSISTANCE INFORMATION

Attached is a Request for Relocation Assistance Form. Please **fill this out completely,** return to the department along **with a copy of your paid personal property tax,** showing you paid into the relocation fund, and **a copy of your title or a notarized document showing ownership.** This will activate your file in preparation for a claim being filed with the Relocation Fund for relocation of your manufactured home located at "name of park and space".

Also, enclosed is a copy of the Arizona Revised Statute 33-1476.01 which pertains to the Relocation Fund Assistance, and a copy of a sample form showing all the information that is needed on your contract to move your mobile home. As soon as you have a contract, send it to us so your request for assistance may be processed.

After **all the above information** has been received by the Relocation Fund Department, and reviewed (within fifteen days from receipt of your contract in the Department) you will receive a letter verifying your approval. Should you have any questions I can be reached at (602) 364-1096.

DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

REQUEST FOR RELOCATION ASSISTANCE

I hereby request assistance from the Mobile Home Relocation fund as set forth in A.R.S. § 33-1476.01. By signing this form, I certify that I am a tenant as defined in A.R.S. § 33-1409.28 and eligible to receive assistance.

(Signature of Tenant)

(Date)

(Social Security No.)

TENANTS NAME _____
(Please Print)

PARK NAME _____

UNIT ADDRESS: _____
Space No.

CITY/ STATE/ ZIP CODE: _____

PHONE NUMBER: _____ SINGLE-WIDE: _____ DOUBLE-WIDE: _____

UNIT SIZE: _____ YEAR: _____ MANUFACTURER _____

Please attach a copy of your paid personal property tax and a copy of your title or a notarized document showing ownership.

Mailing Address if different from where unit is:

This form must be completed and returned along with all requested documents to:

Relocation Fund Department,
DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY
1110 W. Washington Ave., Suite #100
Phoenix, Arizona 85007

INSTRUCTIONS FOR THE ATTACHED SAMPLE CONTRACT

Step One: Attached is a sample contract for you to **give to the Licensed and Bonded Installer** to move your Mobile Home. This sample contract contains all the information required for the licensed and bonded installer to include in a contract with the mobile home owner.

Step Two: Once you have determined the installer you want contract with to move your Mobile Home mail, fax or deliver in person a copy of the signed contract to the Department of Building and Fire Safety.

The Deputy Director will approve, or disapprove the contract. You must receive the approval letter from this Department first before you will be paid out of the Relocation Fund. Do not move your home until you receive the **approval letter** from the Director of the Department of Building and Fire Safety, or the State cannot pay for your move from the Relocation Fund.

THE MOBILE HOME RELOCATION FUND

Required Elements in a Relocation Contract

NOTE: This is a **SAMPLE ONLY**, all contracts must contain at least the information shown below.

1. NAME OF INSTALLER
2. ADDRESS OF INSTALLER
3. TELEPHONE NUMBER OF INSTALLER
4. INSTALLER'S FEDERAL ID NUMBER
5. DATE OF CONTRACT & SIGNATURES
6. INSTALLER 'S LICENSE NUMBER

<u>HOME OWNER INFORMATION</u> NAME: ADDRESS: PHONE NUMBER:	<u>CURRENT LOCATION OF MOBILE HOME</u> ADDRESS & SPACE NUMBER:
<u>DESCRIPTION OF HOME</u> SINGLE OR MULTI-WIDE: SIZE: MANUFACTURER: SERIAL NUMBER: YEAR MANUFACTURED: HUD LABEL IF ANY:	NEW RELOCATION ADDRESS: ADDRESS & SPACE NUMBER: ESTIMATED NUMBER OF MILES TO BE MOVED

LISTING OF APPURTENANCES ATTACHED TO THE HOME, INCLUDING ESTIMATE OF SIZE:

(Awnings, Skirting, Coolers or Air Conditioners, Sheds, Porches, Carport, etc.)

NOTE: The relocation fund covers only the moving expenses: including the taking down, transporting and setting up the mobile home with the identical, or substantially similar improvements as were originally attached to the tenant's mobile home.

DETAIL OF WORK TO BE PERFORMED AND CHARGES:

NOTE: Must include all disassembly, transportation and installation of mobile home.

INSTALLATION PERMIT NUMBERS:

NOTE: Obtaining the installation permits are the **responsibility of the homeowner**.

MOVING DATE:

NOTE: The contract must be submitted, mailed or delivered to THE DEPARTMENT OF BUILDING AND FIRE SAFETY, OFFICE OF MANUFACTURED HOUSING at least 60 days before the 180 days deadline date.

HOMEOWNER'S SIGNATURE & DATE, AND INSTALLERS' SIGNATURE & DATE MUST BE INCLUDED IN EVERY CONTRACT.

NOTE: All of the above information **MUST** be included in every contract for approval: Utilizing one or more contracts with all contracts being submitted simultaneously to the Relocation Fund administrator. Upon approval, a two-party check made payable to the mobile home owner, and the installer will be issued. The check will be mailed to the mobile home owner and a copy will be sent to the installer.

DELIVERY INSTRUCTIONS FOR CHECK DISBURSEMENT

Please provide accurate address information for check delivery preference. Returned mail can delay checks 4-6 weeks.

PLEASE CHECK ONE AS APPLICABLE:

___ **MAIL CHECK** ___ **PICK UP**

___ **MAILING ADDRESS:**

Mail to above address **before**
this date: _____

___ **MAILING ADDRESS:**

Mail to above address **after**
this date: _____

REQUEST FOR PICK UP:

I, _____, will pick up check from the office. Please contact me at ()____-____ once
check is ready for pick up.

OR

I, _____, give, _____, permission to pick up check in my place. Please contact them a
at ()____-____ once check is ready for pick up.

SIGNATURE

DATE

EFFECTIVE JULY 18, 2000

ARIZONA REVISED STATUTE § 33-1476.01

Change in use; notices; compensation for moving expenses; payments by the landlord

- A. The landlord shall notify the Director, and all tenants in writing of a change in use at least one hundred eighty days before the change in use. The landlord may not increase rent within ninety days before giving notice of a change in use.
- B. The landlord shall notify all tenants in writing about the mobile home relocation fund established in ARS § 33-1476.02.
- C. If a tenant is required to move due to a change in use, the tenant is entitled to payment from the mobile home relocation fund for the lesser of the actual moving expenses of relocating the mobile home to a new location within a fifty-mile radius of the vacated park, or an amount of five thousand dollars for a single section mobile home, and ten thousand dollars for a multi-section mobile home. Moving expenses include the cost of taking down, moving, and setting up the mobile home in the new location.
- D. Except as provided in subsection (F) of this section, if there is a change in use the landlord shall pay five hundred dollars for each single section mobile home, and eight hundred dollars for each multi-section mobile home relocated to the fund for each tenant filing for relocation assistance with the director.
- E. If a change in use occurs before the time stated in the statement of policy, and the landlord does not comply with subsection (A) of this section, and with ARS § 33-1436, and ARS § 33-1476, subsection (H), the landlord shall pay to the fund in addition to the monies preserved in subsection (D) of this section:
 - 1. Five hundred dollars for each mobile home space occupied by a single section mobile home.
 - 2. Eight hundred dollars for each mobile home space occupied by a multi-section mobile home.
- F. The landlord is not required to make the payments prescribed in subsections (D) and (E) of this section for moving mobile homes owned by the landlord, or for moving a mobile home under a contract with the tenant if the tenant does not file for relocation assistance with the director.
- G. If a Change in Use occurs within two hundred seventy days of relocations under section 33-1476.04, the landlord shall pay to the fund in addition to monies prescribed in subsection D of this section:
 - 1. Five hundred dollars for each mobile home space occupied by a single section mobile home.
 - 2. Eight hundred dollars for each mobile home space occupied by a multi-section mobile home.
- H. The tenant shall submit a contract for relocation of a mobile home for approval to the director at least sixty days before the relocation to be eligible for payment of relocation expenses. The director must approve, or disapprove the contract within fifteen days after receipt of the contract, or the contract is deemed to be approved. The payment of expenses shall be made before or at the time of relocation as provided in the rules adopted by the director. If the contract is not approved, the tenant may appeal to the hearing officer.
- I. If this state or a political subdivision of this state exercises eminent domain and the mobile home park is sold, or a sale is made to this state, or a political subdivision of this state that intends to exercise eminent domain, the state, or political subdivision is responsible for the relocation costs of the tenants.
- J. If a tenant is vacating the premises and has informed the landlord, or manager before the change in use notice has been given, the tenant is not eligible for compensation under this section.
- K. A person who purchases a mobile home already situated in a park, or moves a mobile home into a park in which a change in use notice has been given is not eligible for compensation under this section.
- L.. This section does not apply to a change in use if the landlord moves a tenant to another space in the mobile home park at the landlord's expense.
- M. If a tenancy is terminated due to a redevelopment of the mobile home park, the tenant may do either of the following:
 - (a) Collect payment from the mobile home relocation fund as described in this section.
 - (b) Abandon the mobile home in the mobile home park and collect an amount equal to 1/4th of the maximum allowable moving expenses for the mobile home from the mobile home Relocation Fund. If the tenant chooses this option, the landlord is not required to make the payments prescribed in Subsection-D of this section. To be eligible, the tenant shall deliver to the landlord the current title to the mobile home duly endorsed by the owner of record and notarized together with valid releases of all liens shown on the title. A copy of these documents shall be delivered to The Department of Building and Fire Safety to support the application for payment.